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Effective  
writing  
1956

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**Next 6 Page(s) In Document Exempt**

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C-O-N-F-I-D-E-N-T-I-A-L

1 December 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)  
SUBJECT: Effective Writing

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1. Two courses in Effective Writing will be conducted during the period from 10 January through 15 March 1956. Each is a 20-hour course, consisting of two one-hour meetings each week for ten weeks. Each course deals with the basic principles of effective expository writing, and is designed for Agency employees who have responsibility for writing or supervising writing. They will be given by [REDACTED]

2. Course No. 1 is designed for employees in grades GS-9 through GS-11. It will meet on Tuesday and Thursday mornings, from 1000 to 1100 hours, beginning 10 January and ending 15 March 1956. Classes will be held in Room 2025, R&S Building.

Course No. 2 is for employees in grades GS-12 and above. It will meet on Tuesday and Thursday mornings, from 1125 to 1225 hours, beginning 10 January and ending 15 March 1956. These classes also will meet in Room 2025, R&S Building.

3. Enrollment in each course is limited to 20 students. Applications in excess of this number will receive priority consideration for subsequent courses.

4. Training requests should be forwarded through appropriate Training Officers to the Registrar, OTR, Room 17, [REDACTED] by the close of business 4 January 1956.

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MATTHEW BAIRD  
Director of Training

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